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Government  
Publications

ONTARIO. LEGISLATIVE. LIBRARY.

REPORT.

1970/71 - 1977/78

Continued by: Ontario. Legislative.  
Library. Research and Information  
Services. Annual Report of the Director.







ONTARIO.  
REPORT OF THE LIBRARIAN, LEGISLATIVE LIBRARY  
FOR THE FISCAL YEAR 1970-1971

TORONTO.

During the 1970/71 year the Legislative Library has continued in its primary work of providing library service to Members of the Legislature, the departments, commissions and boards of the Ontario governments, and to outsiders with special needs.

Staff is now at full complement of thirteen (13). Mrs. Mary Farncombe retired on disability pension June 1, 1970, and was replaced by Miss Barbara Bidwill. Mrs. Irene Somer resigned in mid-June, 1970, to take another position. Mrs. Elizabeth Porter joined the staff on February 16, 1971, as assistant to the Librarian. In November, Miss Irene Hope received recognition for twenty-five (25) years of service in the Ontario government.

Members of staff attended courses which increased their usefulness to the Library in various ways. Mrs. Hay took two courses in the University of Toronto's Master of Library Science program as did Miss Orpwood. Miss Wagg, Senior Librarian, took a management course offered by the Civil Service as well as a short intensive course in library systems at Waterloo University. Miss Deborah Colpitts attended an evening course in the Library Arts program at the Ryerson Institute. The Librarian attended the French language courses given by the Civil Service Commission.

Staff members have taken active parts in the work of various library associations. In the Toronto Chapter of the Special Libraries Association, Miss Jean Orpwood has been President and Miss Doris Wagg, Archivist. Mrs. E. P. Hay acted as Secretary to the Canadian Association of Law Librarians. Miss Kerfoot was elected the first Chairman of the Ontario Government Librarians' Council. Miss Irene Hope served on the Council's committee to prepare a brief on library needs to the Queen's Printer and Publisher.








Wherever possible, staff has attended the annual conferences of associations pertinent to the Library's work. Four staff members were able to attend various sessions of the Canadian Library Association's conference held in Hamilton. Miss Orpwood attended a meeting of the Special Libraries Association's Advisory Council in Atlanta as well as the Association's conference in Detroit. Mrs. Hay attended an executive meeting of the Canadian Association of Law Librarians in Montreal. Miss Kerfoot attended a workshop on library organization at Geneva Park sponsored by the Institute of Professional Librarians of Ontario.

The Library provided training and practice work for two students from the University of Toronto's School of Library Science over a two-week period in March. During the course of the year, three (3) students in the Library Technician courses at Ryerson and Seneca Colleges worked under supervision at the Library as part of their field work. Students in the course on Special Libraries at the University of Toronto attended three (3) afternoons of concentrated instruction given by the professional staff of the Legislative Library.

During the course of the year, the Library was host to many visitors from other libraries or governments. Dr. C. Hausmann of Berne, Switzerland, spent a week studying the Library and other Ontario legislative services. Groups of teachers and students, scholars and individuals with special needs, were also guests from time to time.

In the continuing reassessment of the book collection, it was decided to dispose of many volumes which had little relevance to the concerns of the government. Contributions were therefore made to the Metro Toronto Libraries, Archives, Department of Agriculture and Food, Ontario Institute for Studies in Education, Ontario College of Education, United Church Archives, Baptist Archives, Royal Military College, University of Toronto, and several



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University of Toronto

<https://archive.org/details/31761115499782>



other institutions. The rebinding program was concentrated on the early documents from the United States collection, e.g., Congressional Globe, American State Papers, Public Laws, House Documents.

Among important new purchases made in 1970/71 was a subscription to the Moody's Investors Service which consists of the manuals on Industrials, Public Utilities, Banks, and Transportation, supplemented by a number of updating services. This service, while expensive, is of great value to researchers in the government and the Library feels the expense is well justified. A set of New York State Sessional Laws was also added to the law collection.

In the effort to utilize shelving in the stacks to best advantage, 800 volumes of bound newspapers were first stored in the basement of the north wing under the Library and finally, having been pushed out by the construction of the Members' Lounge, have found a resting place in the basement of the West Wing in dark and unsuitable quarters. The book collection was shifted in many directions and one hundred steel lower shelves were purchased to give more flexibility of arrangement.

Very often the Library acts as a go-between in helping outside libraries to locate either current or retrospective Ontario government publications. As the Queen's Printer's checklist of Ontario government publications becomes better known and increase in coverage, this voluntary work on the part of the Legislative Library should decrease.

The Librarian cooperated with the Speaker's Office to bring to subscribers' attention the availability of an index to the Ontario Debates. An effort to interest the government in publishing an index to Private Acts since 1867, as part of the Revised Statutes of Ontario 1970, failed.

In the field of bringing the services of the Library to the attention of potential users, the Librarian again invited new Members of the Legislature





to call to see the Library and meet the staff. As a welcoming gesture, after the Members' offices were moved to the north wing, the Library Staff invited the Members' secretaries to visit the library for coffee and tours.

Outside the Library, Miss Orpwood spent a day at the School of Library and Information Science at University of Western Ontario speaking to their students. Miss Kerfoot gave a paper on personnel management in libraries at a Special Libraries Association meeting. Many librarians in and outside the government came or wrote to the Library for advice on various subjects but mainly to do with government publications.

In general, the Library is in good condition and progress is being made to make the physical facilities more convenient and the collection more pertinent to the users' needs.





STATISTICS - 1970/71

Bound volumes acquired

By purchase and gift	947
By binding	210
By exchange from other governments	<u>390</u>

Total 1,547

Circulation

Regular books	2,317
Reference books	508
Law books	<u>322</u>

3147

Persons admitted to stacks 1,383

New members registered 200

Inquiries answered at reference desk 10,771

Budget 1970/71

Salaries	\$95,900
Maintenance	25,000
Travel	<u>800</u>

Total \$121,700





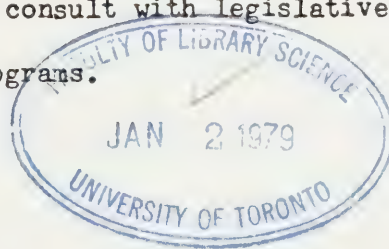
REPORT OF THE LIBRARIAN, LEGISLATIVE LIBRARY,

FOR 1971/72 (FISCAL YEAR)

During the greater part of the 1971/72 fiscal year, the Library's staff complement of 13 was maintained. Miss Jean Orpwood resigned to take a position in the North York library system and Miss Sophia Kricfalusi was hired to take her place as Periodicals Librarian. Miss Kricfalusi's previous experience was in the Metro Toronto Business Library. Mrs. Bertha Alexander retired on pension and Mrs. Irene Gluck was appointed as the new cleaner. In October Miss Irene Hope, Government Documents Librarian, retired after over 25 years of service and the Library was fortunate in being able to hire Miss Mary LeMesurier who had been in charge of the documents collection at the University of Toronto Library.

In addition to the regular staff, the Library has an extra typist working about 18 hours a week preparing the Bi-Monthly Booklist, etc. A student in the M.L.S. course at the University of Toronto School of Library Science worked for the Library during the summer. Two other students helped for a few weeks to rearrange materials in the stacks. Miss Hope was persuaded out of retirement to give assistance during the increased hours of work necessary while the House is sitting. The Library also provided practice work for students in the Library Technicians' programs at Ryerson and Seneca Colleges.

Staff members took part in meetings of professional library associations throughout the year and delegates from the staff attended the annual conferences of the Canadian Association of Law Librarians and the Canadian Library Association. In addition, the Librarian attended an invitational conference of Parliamentary and Legislative librarians called by the National Librarian, Ottawa. Later in the year, she travelled to Ottawa, Quebec City and Albany, N. Y., to consult with legislative librarians on the subject of legislative research programs.







The book collection remained fairly static at approximately 140,000 volumes as discards matched new acquisitions. Staff continued to assess the collection as to its usefulness and sent gifts of duplicates or volumes of no further value to this Library to a number of other institutions. These included the University of Toronto, Ontario Institute for Studies in Education, Metro Toronto libraries, Ontario Archives, Department of Municipal Affairs, Department of Education, National Library, Library of Parliament, York University, Ecumenical Institute, etc. In addition, many cartons of still useful books and some pieces of library equipment were sent to the Caribbean through the Department of Education's Books for Empty Shelves program. Some interesting acquisitions have been Corpus Administrative Index, which lists new government appointments throughout Canada, and Gallup Report (Canadian Institute of Public Opinion).

The Library has also been the recipient of valuable material donated by individuals, institutions and governments.

During the year, the Library was able to cut down on the frustrations of public and staff by getting two more telephone lines and by listing a separate number for reference enquiries. When the 29th Parliament was elected, the Librarian sent letters of welcome to all new Members of the House urging them to visit the Library. Many took the opportunity to call in the early days of the first Session. In March,<sup>a</sup> printed booklet on the services of the Library entitled "Your Library" was distributed to Members of the Legislature. A feature of this publication was a page of individual photographs of staff members. Some of the M.P.P.'s complemented the Library on the attractiveness and usefulness of this publication.

We continued to put out the Bi-Monthly Book List and P.S. (Periodical Selections) at intervals. We have cooperated with the Select Committees of the House by preparing bibliographies in their subject fields





and, in return, have asked for their proceedings, background studies, and briefs. All of the latter are catalogued and arranged for ready reference for use now and in years to come. The staff perform a number of indexing projects which make it possible to produce <sup>no question</sup> quickly information on current status of legislation from all Canadian jurisdictions. The Government Documents Librarian is adding new entries to an index of government reports by names of chairmen which was begun as a project at Queen's University Library. Gradually, some of these tasks will become unnecessary as government indexes are improved by either <sup>through</sup> the efforts of the issuing institution <sup>agencies</sup> or by the institution of Commercial Services. At the present, however, the staff needs a great deal more time for keeping up with such projects.

The Library was particularly pleased to acquire recently a new Canadian Kodak microfilm reader and printer which makes readable positive prints from the Library's stock of some 2500 reels of film. This instrument will also take an attachment for reading and printing microfiche.

During the summer of 1971, the Ontario Government Librarians' Council assembled a display of government publications and manned an information booth at the Canadian National Exhibition in the Ontario Government Building. Miss Wagg, Senior Librarian, was responsible for selecting the materials on display while Mrs. Hay, Miss Hope, Miss Kricfalusi and Miss Kerfoot each took a turn at staffing.

As usual, for at least part of the year, the Library was the scene of various construction projects. In early December a large part of the public catalogue and the main enquiry desk areas were boarded off while new chilled water pipes were installed in what was possibly the busiest area of the Library. Then, outside the building, the stones were being sandblasted and, as a result of this, iron shutters on the outside of the windows crashed down sealing off any light. No one knew of the presence of these shutters, nor can anyone



imagine their function. They are now sealed up. A few ceiling leaks during the winter into the law room and the U. S. collection damaged books and furniture.

The Library staff had the pleasure of entertaining a number of distinguished visitors during the year. Especially welcomed were Dr. John Poole of the House of Commons Library in England and Me. Jacques Prémont, Librarian of the Quebec Legislative Library. In addition, a number of school groups and library clubs asked to be given talks and tours of the Library and, as is customary, a fair number of local librarians visited the Library for assistance or to see the collection.





STATISTICS 1971/72

Bound volumes acquired

By purchase and gift	1,148
By binding	<u>218</u>
Total	<u>1,366</u>

Circulation

Regular books	2,086
Reference books	796
Law books	213
Inter-library loan requests received	125
Persons admitted to stacks	1,318
New members registered	191
Enquiries answered at reference desk	11,312

Budget 1971/72

Salaries	- \$102,500
Employee benefits	- 8,300
Transp. & Comm.	- 1,500
Services	- 4,900
Supplies & equipment	- <u>21,000</u>
Total	<u>\$138,200</u>

Actual Expenditures 1970/71

Salaries	\$99,490
Travelling	768
Maintenance	25,000
Total	<u>\$125,258</u>





REPORT OF THE LIBRARIAN, LEGISLATIVE LIBRARY,  
FOR THE FISCAL YEAR 1972/1973

For administrative purposes, the Library moved from the Department of the Provincial Secretary and Citizenship to the Ministry of Government Services on April 1, 1972.

During the 1972/73 year, the Legislative Library has continued in its primary work of providing library service to Members of the Legislature, the ministries, commissions and boards of the Ontario government and to outsiders with special needs.

For the greater part of 1972/73 the Library's staff complement of 13 was maintained. Miss Sophie Kricfalusi resigned in order to travel. Mrs. Mary Grant was hired to take her place as Periodicals Librarian. Mrs. Grant's previous experience was in the Ministry of the Environment Library. Mr. Shariff Mohammed transferred to the Government Duplicating Service, Ministry of Government Services, and from the Duplicating Service Mr. Theo Kopanski transferred to the Library to be the new messenger.

In addition to the regular staff the Library has an extra typist working about 18 hours a week preparing the Bi-Monthly Booklist, etc. Miss Irene Hope retired from the part-time assistance she was providing during the increased hours of work necessary while the House was sitting. Miss Margaret Hughes has taken her place. Miss Hughes recently retired from the Etobicoke Public Library.

The Library provided practice work for students in the Library Arts programme at Ryerson. Students from the Faculty of Library Science, University of Toronto, attended for two afternoons of concentrated instruction given by the professional staff of the Legislative Library.

Members of the staff attended courses which increased their usefulness to the Library in various ways. Mrs. Hay took a course in the University of Toronto's Master of Library Science programme on research methods. Mrs. Thomas attended two courses at Ryerson in the Library Arts programme, and Miss Kricfalusi was taking French in the evenings.

Delegates from the staff attended the annual conferences of the Canadian Library Association in Regina, Canadian Association of Law Librarians in Edmonton, and the Institute of Professional Librarians in Toronto. The Librarian attended a Canadian Parliamentary conference in Ottawa and later in the year met with a group from the Canadian Association of Law Librarians at the National Library.





Staff members have taken active parts in the work of the Ontario Government Librarians' Council. Miss Kerfoot, Miss Wagg, Mrs. Hay, Miss Kricfalusi were on ad hoc committees throughout the summer in connection with the report of the Council entitled "Library services in the Ontario government: today and tomorrow". In addition, the Librarian spent many hours on the Editorial Committee of the Council which finally published the above report in February.

At a meeting of the Special Libraries Association, Toronto Chapter, Miss Kerfoot took part in a panel discussing the report of the Commission on Post Secondary Education.

The staff continued to assess the collection as to its usefulness and sent gifts of duplicates or volumes of no further value to this Library to a number of other institutions. These included Metro Toronto libraries, York University, Ontario Archives, and the Ministry of Natural Resources (Mines) Library. In addition, many cartons of still useful books and some pieces of library equipment were sent to the Caribbean through the Ministry of Education's Books for Empty Shelves programme.

Among important new purchases made in 1972/73 were: Pross, Government publications in Canada and the provinces; Pro File, a subscription service to current publications of Canadian provinces; and microfilm of the Globe from 1870-1897 which completes the holdings of this newspaper on microfilm from 1844-1936.

The Library has also been the recipient of valuable material donated by individuals, institutions and governments.

During the year the staff went on staggered hours and it was decided to keep the Library open from 8:30 a.m. to 5:00 p.m.

We continued to put out the Bi-Monthly Book List and P.S. (Periodical Selections) at intervals. We have cooperated with the Select Committees of the House by preparing bibliographies in their subject fields. The Librarian prepared a brief on the Legislative Library for the Commission on the Legislature and was interviewed by the members of the Commission.

During the year a list of current periodicals received in the Library was compiled. The Library now receives the galley print of the index to the Ontario Debates of the most recent session of the Legislature. This will provide access to the Debates until the Index is eventually published. As a means of measuring the activities in the Library, it was decided to keep more extensive statistics on the materials received, the items processed and services performed.





An attractive new reference desk was acquired which matches the wood-work of the Library. New carpet was laid on the west side of the Library, and signs concerning library hours were installed on the front and back doors. The watercolour by Armstrong in the Members' reading room went to the Art Gallery of Ontario and in its place the Library has on loan a painting by L.A.C. Panton - "A poem to Nova Scotia".

During the course of the year the Library staff had the pleasure of entertaining a number of visitors, among them the Legislative Librarians of New Brunswick, Nova Scotia and Saskatchewan. A number of librarians in and outside the government came or wrote to the Library for advice on various subjects but mainly to do with government publications.





LEGISLATIVE LIBRARY

- Statistics - April 1, 1972-March 31, 1973 -

Bound volumes acquired

By purchase and gift	1,064
By binding	<u>485</u>
Total	<u>1,549</u>

Circulation

Regular books	1,973
Reference books	907
Legal books	182
Inter-library loan requests received	95
Persons admitted to stacks	1,537
New members registered	168
Enquiries answered at reference desk	11,672

Budget 1972/73

Salaries	- \$108,700
Employee benefits	- 9,400
Transp. & Comm.	- 1,500
Services	- 5,000
Supplies & Equipment	- <u>23,100</u>
Total	- <u>\$147,700</u>

Actual Expenditures 1971/72

Salaries	- \$119,099
Employee benefits	- 8,301
Transp. & Comm.	- 942
Services	- 4,524
Supplies & Equipment	- <u>21,299</u>
Total	<u>\$154,165</u>



REPORT OF THE ACTING LIBRARIAN - LEGISLATIVE LIBRARY  
FOR THE FISCAL YEAR 1973/1974

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The Legislative Library, established primarily to provide the Members of the Legislature with the information they require in the performance of their Legislative duties, is used also by caucus research staff, Ontario civil servants, and the press gallery. The public has access to the Library's depository collection of United States federal government documents and to the current newspaper collection.

The Library collection has some 140,000 bound volumes chiefly in the humanities; a law collection of approximately 12,000 volumes; is a full depository for United States and Canadian federal government publications, and government of Ontario publications; and basic legislative publications from other provinces are kept.

There are 230 Ontario dailies and weeklies received plus representative papers from the provincial capitals and out of country papers such as the New York Times, Times (London) and Christian Science Monitor. 200 periodicals are on display.

Requests for information may be made in person, by telephone, messenger or mail. Qualified and experienced reference librarians are on duty at all times including night sessions of the Legislature to help the clientele use the Library's resources to the best advantage. Bibliographies are prepared on request, interlibrary loans are made when resources of the Legislative Library are inadequate, and one copy of extracts from library materials, which users need, will be made. Two microfilm readers and a reader-printer are available.

There were a number of staff changes in the past year: Miss J. R. Kerfoot retired at the end of April, and Miss Doris Wagg was appointed Acting Librarian. At the beginning of July Mrs. E. P. Hay was appointed Acting Senior Librarian and Miss Susan Baxter, who graduated from the University of Toronto, Faculty of Library Science, in May was employed on contract until such time as the appointment of Legislative Librarian is made. Mrs. Irene Gluck retired on disability pension at the end of August and Mrs. Mary Soplet was appointed as the new cleaner. The position of mail and messenger clerk became vacant with the death of Theo Kopanski. During the year this position was changed and upgraded to Library Technician 2 (Government Publications). Miss Nancy Price was appointed to this position.





Mrs. Deborah Barnes resigned in October to take a position in the Ministry of Health and was replaced by Miss Deborah Wilson. Two members of the staff married. Mrs. Grant became Mrs. Redgrave and Mrs. Potts became Mrs. Roy. In addition to the regular staff, the Library has a part-time typist and a librarian providing part-time assistance during the increased hours of work necessary while the House is sitting.

The Library accepted for practice work a Library Technology student from Seneca College, and a University of Toronto Library Science student was hired during the summer.

Members of the staff attended courses which increased their usefulness to the Library in various ways. Mrs. Hay and Mrs. Redgrave attended courses at the University of Toronto for credits toward a Master of Library Science degree, and Mrs. Thomas obtained further credits at Ryerson in the Library Arts programme. In the fall term two members of the staff attended a one-week communications workshop sponsored by the Ontario Government Librarians' Council.

Library staff continued participation in professional activities and attended the following 1973 annual conferences: Canadian Association of Law Libraries, Sherbrooke, in May, and Canadian Library Association, Sackville, in June. Miss LeMesurier delivered a paper on Ontario government publishing at the latter. Staff members also continued to serve in the professional societies; the acting Librarian as Archivist of the Toronto Chapter of Special Libraries Association; the acting Senior Librarian as Secretary of the Continuing Education Committee of the Ontario Government Librarians' Council; Mrs. Redgrave as Director on the Executive Council of Ontario Government Librarians' Council and Editor of the OGLE Newsletter.

Three programmes, organized by the Education Committee of the Ontario Government Librarians' Council, were attended by the staff.

The staff performs a number of indexing projects which make it possible to produce more quickly information on new programmes of the Ontario government, e.g. index to speeches, remarks and press releases of the Premier. Also, a clipping file on members of the Ontario Legislature and deputy ministers is being developed.

During the year six issues of the Bi-Monthly Book List were published and circulated to approximately 300 people. Ten issues of P.S. (Periodical Selections) were prepared for Members of the Legislature and



caucus research officers. This annotated subject list pertains to the interests of the standing committees of the House.

Among important new purchases made in 1973/74 were: Current Legislative Digest, an index-digest of current legislation (weekly during the session) for Ontario and Canada; McGraw-Hill Encyclopedia of Science and Technology (15 v.); Congressional Information Service (monthly) - all publications of U. S. Congress, except Congressional Record, abstracted and indexed promptly; CCH Inc. Energy Management, being timely information on many aspects of the energy crisis through weekly reports.

In the continuing reassessment of the book collection, it was decided to dispose of many volumes which had little relevance to the concerns of government. Contributions were made to the University of Toronto.

The Library staff had the pleasure of entertaining a number of distinguished visitors during the year. Especially welcomed were Mr. Jacques Premont of Quebec National Assembly Library, and Mrs. Cheryl Sanford of the Alberta Provincial Library. Mr. F. K. Mulenga, Research Officer of the National Assembly, Zambia, and Mr. Ditu Chaudhuri of North York Public Library each spent at the Library a week to ten days in study sessions on information services to Parliament and organization of government documents. In addition, a number of library school students asked to be given talks and tours of the Library and, as is customary, a fair number of librarians visited the Library for assistance and to see the collection.





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LEGISLATIVE LIBRARY

- Statistics - April 1, 1973-March 31, 1974 -

Bound volumes acquired

By purchase and gift	1,353
By binding	<u>315</u>
Total	<u>1,668</u>

Circulation

Regular books	1,733
Reference books	814
Legal books	214
Inter-library loan requests received	122
Persons admitted to stacks	1,819
New members registered	196
Enquiries answered at reference desk	11,525

Budget 1973/74

Salaries	- \$120,700
Employee benefits	- 11,700
Transp. & Comm.	- 1,600
Services	- 6,800
Supplies & Equipment	- <u>27,000</u>
Total-	<u>\$167,800</u>

Actual Expenditures 1972/73

Salaries	- \$120,356
Employee benefits	- 10,516
Transp. & Comm.	- 572
Services	- 3,590
Supplies & Equipment	- <u>24,665</u>
Total	- <u>\$159,699</u>



ONTARIO LEGISLATIVE LIBRARY  
REPORT OF THE LIBRARIAN  
FISCAL YEAR 1974/75



The Legislative Assembly is responsible for making the laws of the province, solving its problems and debating issues of public policy with far-reaching significance to the province and the country. The growing complexity of government activities in many fields requires access by the law-makers to the sources of the law and current information. In attempting to satisfy this need, the Legislative Library's prime obligation is to provide the information required by the Legislative Assembly, government ministries, special committees, and commissions which the government may appoint from time to time.

All agencies of government have made increasing use of the resources from the Library's collection to help them in preparing special studies and reports, and tracing the historical background of issues in the planning and development of program priorities.

To meet the needs and to supply the research material, the Library accumulates books, microforms, periodicals, newspapers, and government publications. The Library now contains one of the best collections available on the history of the province and has the most comprehensive collection of Ontario government publications. Through various sources, official deposits, gifts and exchange agreements, the Library receives a great variety of material. The Library also adds to its collection through purchases of books, periodicals, newspapers and microforms on subjects of interest to its users.

A Bi-Monthly Book List, a select list of material acquired, is published for distribution to Members of the Legislature, ministry officials, and other interested persons. Each month a P. S. (Periodical Selections) is distributed to Members of the Legislature and brings to their attention articles from periodicals which the Library staff feels are pertinent to the work and interests of Members.

Of great value to the Library's users is the current extensive collection of Canadian federal and provincial publications and publications of the federal government of the United States, Great Britain, Australia and New Zealand. Through reciprocal exchange agreements with national and provincial governments, these resource materials are received on a continuing basis.

Government publications are an important and, sometimes, only source of information on current issues and government programs. For this





reason, access to them must be made as easily as possible. This access has been aided in 1974/75 by:

(a) Instructions from the Clerk's office of the Legislative Assembly to all ministries that two copies of each item tabled in the Ontario Legislature be deposited in the Library;

(b) The service of Micro Media Ltd. provides in microfiche form Canadian provincial government publications;

(c) The Library's new programme commencing January, 1975, to fully catalogue all important Ontario and Canadian government publications.

#### COLLECTION - REVIEW AND DEVELOPMENT

Staff members have spent a great deal of time providing for the transfer of some 3,000 volumes which are no longer useful at this Library to more appropriate collections. Items have been selected and shipped to the libraries of the Universities of Toronto, Queen's, Trent and York, and special sections of the Metropolitan Toronto Central Library and the library of the Ontario Art Gallery. Any items which were left over went to the Gift and Exchange section of the Metropolitan Toronto Central Library for disposal to other libraries.

Although this methodical system of relocating material is time consuming, it is necessary in order to give other libraries the opportunity to acquire the material and to insure that the Library will not be criticized for careless administration of public property.

Important new indexes were purchased in 1974/75 which included a subscription to "Index to U. S. Periodicals", which covers 114 periodical titles published by agencies of the United States federal government; Legislative Assembly of the Province of Canada, an index to Journal Appendices and Sessional Papers 1841-1866, compiled by P. A. Damphouse; and index to the Journals of Legislative Assembly of British Columbia, 1872-1971, compiled by C. R. Fox. Also, the 15th edition of the Encyclopaedia Britannica, a completely new concept in encyclopaedias, was purchased.

The Library has added to its collection of hearings, briefs and background material from the Royal Commission on the Conduct of Police Forces at Fort Erie, Royal Commission on Certain Sectors of the Building Industry, and the Select Committee on Land Drainage.

The Library is now receiving the publications of the Conference Board Inc., including periodicals, reports and bulletins in the field of economics and business. The large membership fee was waived due to a grant



by Treasury, Economics and Intergovernmental Affairs to support the economic analysis and short-term forecasting of the Board over the next four years.

A collection of bibliographies is being developed on subjects that reflect the concerns of a provincial legislature.

### PROJECTS

In the Members' Reference Library adjoining the Members' Lobby is a small collection of reference books and paperbacks for recreational reading. The supply of paperbacks was replenished with some new titles, and it is hoped this room will afford some pleasure and relaxation to the Members.

Legislative Library Archives - Archival materials pertaining to the activities of the Legislative Library, such as annual reports from 1869-1969, letter-books 1883-1920, and general correspondence 1881-1966, were transferred to the Archives of Ontario. These records are an invaluable source of historical information of political life in Ontario.

Union List of Periodicals - All the Ontario government libraries cooperated in order to develop a computer-based union list of periodicals held in the Ontario government. The Legislative Library has completed the preliminary work that is required to produce a printout of its holdings, and has met its obligations to the Ontario Government Librarians' Council in this regard. The library technician (cataloguing), Mrs. Debbie Grund, was a member of the Committee for the Union List.

The Library was involved in major research studies and surveys, namely, the National Library survey of interlibrary loans in Canada, and the National Library survey of law library resources in Canada. The Library has a responsibility to cooperate and participate in studies of this kind. Our involvement will eventually contribute to the overall improvement of library service in Canada.

### EQUIPMENT

The Ontario Educational Communications Authority and the Legislative Library are cooperating on a program of making O.E.C.A. videotapes available to Members of the Legislature. The O.E.C.A. has loaned the Library small format videotape equipment. Among the programs held are 27 half-hour programs examining the role of the provincial parliamentarian, his work on committees, and the function of the backbencher.

One of our most useful acquisitions this year has been the rental of a Xerox 4000 copying machine, and the users seemed pleased with the improved quality of the photoprints and the speed with which they were produced.

Shelving was added to the north corridor of the Library for periodical and newspaper indexes.





## STAFF AND PROFESSIONAL ACTIVITIES

The appointments of the Legislative Librarian and the Senior Librarian were made during the year. With the retirement of one staff member and the resignation of three others, the Library staff was reorganized and everyone's job description was reviewed and rewritten. The personnel branch was very helpful during this process.

An important part of improving the efficiency of any organization and maintaining staff morale is to allow for the continuing development of staff. Three librarians continued to take courses leading to a degree of Master of Library Science, and one of them completed requirements for a Master of Library Science.

The librarians' outside professional activities were concerned with the following: The Government Documents Librarian, Miss Mary LeMesurier, was consultant and critic of a two-day workshop on "Coming to grips with Canadian government publications" held at the Faculty of Library Science, University of Toronto, in October, and also represented the Legislative Library at the Canadian Library Association Annual Conference in Winnipeg in June. The Periodicals Librarian, Mrs. Mary Redgrave, was Information Committee Chairman of the Special Libraries Association Annual Conference in Toronto in June. The Legislative Librarian, Miss Doris Wagg, was Consultation Officer of the Ontario Government Librarians' Council, Archivist for the Toronto Chapter of Special Libraries Association, and took part in a panel on Legislative Libraries at the annual meeting of the Canadian Association of Law Librarians at Winnipeg in May. Our representation in these associations reveals the Ontario Government's concern for library development and, as a result, the Library benefits in terms of the knowledge and skills we acquire through our participation in their programs and activities.

## VISITORS

The Library still continues to attract large numbers of visitors. Aside from the usual official visitors from touring parliamentary delegations, the Library was visited by many tourists. Many of these visitors are librarians anxious to see some special part of the collection or discuss methods of organization. Groups of teachers and students, scholars and individuals with special needs were also guests from time to time.

The Library owes its accomplishments to the staff for their effort and interest in the growth and development of its service. They have cheerfully coped with providing satisfactory service and filing the influx of current acquisitions.

*Doris Wagg*  
Librarian



LEGISLATIVE LIBRARY

- Statistics - April 1, 1974 - March 31, 1975 -

Bound volumes acquired

By purchase	1,174
By binding	<u>560</u>
Total -	<u>1,734</u>

Circulation

Regular books	1,824
Reference books and Government publications (Can., Prov. U.S.)	656
Legal books	<u>150</u>

Inter-library loan requests received	152
Persons admitted to stacks	1,836
New members registered	229
Enquiries answered at reference desk	11,750

Budget 1974/75

Salaries	\$135,100
Employee benefits	13,800
Transportation & Comm.	1,600
Services	6,800
Supplies & equipment	<u>31,500</u>
Total -	<u>\$188,800</u>

Actual expenditures 1973/74

Salaries	\$124,900
Employee benefits	19,700
Transportation & Comm.	400
Services	4,600
Supplies & equipment	<u>30,400</u>
Total -	<u>\$180,000</u>



ONTARIO LEGISLATIVE LIBRARY - REPORT OF THE LIBRARIAN

- Fiscal year 1975/76 -



During the 1975/76 year, the Legislative Library has continued in its primary work of providing library service to Members of the Legislature, the ministers, commissions and boards of the Ontario government, and to outsiders with special needs.

Staff is at full complement (13). Mrs. Deborah Grund resigned, and Miss Cathy Chiu was hired to take her place as Cataloguing Technician.

In addition to the regular staff, the Library has an extra typist working 20 hours a week preparing the Bi-Monthly Book List, P. S., etc. Miss Margaret Hughes assists at the reference desk during the increased hours of work necessary while the House is sitting. Miss Elizabeth Kirby, a library technician, was hired on contract for five months to assist in the public service area. The Library provided practice work for students in the Library Arts program at Ryerson Polytechnical Institute.

Staff members took part in meetings of professional library associations throughout the year, and delegates from the staff attended annual conferences of the Canadian Law Association and the Canadian Library Association in Toronto. In addition, the Legislative Librarian hosted the inaugural meeting of the Association of Parliamentary Librarians in Canada. In April she travelled to the Library of Parliament in Ottawa in order to observe the reference services provided to parliamentarians.

Mrs. Hay, Miss Murray, and Miss Baxter have been active on committees of the Ontario Government Librarians' Council and the Librarian is a member of the Executive Committee of the Council.

Members of the staff attended courses which increased their usefulness to the Library in various ways. Miss Murray and Mrs. White took courses in the University of Toronto Master of Library Science program. Miss Murray took a five-day management course offered by the civil service through the Ontario Government Librarians' Council. Miss Baxter and Mrs. White attended a two-day law seminar at the University of Toronto; Mrs. Hay and Mrs. White attended a workshop on International Bibliographic Description.

The book collection remained fairly static at approximately 140,000 volumes as discards matched new acquisitions. The staff continued to assess the collection as to its usefulness, and sent gifts of duplicates or volumes of no further value to the Library to other institutions.

Some interesting acquisitions have been acquired, such as CCH Canadian Ltd., Canadian Temporary Economic Controls, Canadian Business Periodical Index, Directory of Associations in Canada by Brian Land, U. S. Code, Congressional and Administrative News.





The Library has also been the recipient of valuable materials donated by individuals, institutions and governments.

We continued to put out the Bi-Monthly and P. S. (periodical selections). The Book List, during the year, was changed to a subject listing of acquisitions with a table of contents to facilitate reading.

A subject index to the special parliamentary committees of the Canadian parliament from 1935 to 1974 was completed.

The Library's file of Topical (published by the Civil Service Commission) from v. 1 (1969) to v. 7 (1975) was microfilmed, and an index was prepared for this period.

During the year a decision was made to catalogue many more government publications. Also, Library of Congress Subject Headings are now assigned to all new items being catalogued. This entails reassigning new headings to older books. It has slowed down the cataloguing output but has made more items available under more specific headings, thereby cutting down searching through longer files by users.

As well as responding to minor requests for survey information on a continuing basis, the Legislative Library participated in the following major research studies and national surveys:

- Standards Council of Canada. Survey for development of a Canadian standards information service.
- National Library of Canada. Survey of government publications collections in Canadian libraries.
- Canadian Historical Association, Women's History Committee. Survey of primary sources relating to women's history.
- QL Systems. Study in feasibility of establishing and operating a Canadian Criminal Justice Reference Centre.
- National Conference of State Legislatures. Legislative Reference Library Service. Questionnaire on legislative reference library service in state government.

In the field of bringing services of the Library to the attention of potential users, the Librarian invited new members of the Legislature to call to see the Library and meet the staff. The Librarian also spoke to a Liberal caucus meeting. The brochure "Your Library" was published and distributed to the Members of the Legislature in October.

During the summer, the periodical display units were removed from the north-east corner of the Library in order to provide an office for technical services. The display units were moved to the east corridor, and the newspaper reading room. A new carpet was laid in the first-floor stacks; the perimeter and offices of the Library were painted, and the drapes cleaned throughout.



Miss Wagg presented a paper on the Library at Supply and Services Division Conference of the Ministry of Government Services, and appeared before the Select Committee on the Fourth and Fifth Reports of the Ontario Commission on the Legislature to describe the Library and its services.

Many librarians inside and outside the government came or wrote to the Library for advice on various subjects but mainly to do with government publications.

Although additional clerical staff is required, in general, the Library is in good condition and progress is being made to make the physical facilities more convenient and the collection more pertinent to the users' needs.





# LEGISLATIVE LIBRARY - STATISTICS

<u>ACQUISITIONS -</u>	<u>1973/74</u>	<u>1974/75</u>	<u>1975/76</u>
1. <u>Bound volumes</u>			
By purchase and gift	1,353	1,174	1,522
By binding	315	560	587
2. <u>Government publications</u>			
Canada, provinces, etc.	-	17,821	18,306
U.S.	11,224	10,962	8,009
3. <u>Serial titles</u>			
General	255	273	257
Legal	102	172	107
4. <u>Newspaper titles</u>			
Dailies	66	65	63
Weeklies	154	154	156
5. <u>Microforms</u>			
Reels of microfilm	-	-	158
Microfiche	-	-	1,886

## CIRCULATION -

Regular books	1,733	1,824	1,925
Reference books and government publications (including U.S.)	814	656	1,043
Law books	214	150	200

INTERLIBRARY LOAN REQUESTS - 122 152 145

NEW MEMBERS REGISTERED - 196 229 200

PERSONS ADMITTED TO STACKS - 1,819 1,836 2,374

ENQUIRIES ANSWERED (at reference desk) - 11,525 11,750 12,252

## BUDGET -

Salaries	120.7	135.1	167.3
Employee benefits	11.7	13.8	19.0
Transportation & Communication	1.6	1.6	1.0
Services	6.8	6.8	6.6
Supplies & equipment	27.0	31.5	36.3
<b>TOTAL -</b>	<b>167.8</b>	<b>188.8</b>	<b>230.2</b>

## EXPENDITURES -

Salaries	124.9	135.6	154.6
Employee benefits	19.7	17.9	17.6
Transportation & Communication	.4	.9	.3
Services	4.6	5.3	11.9
Supplies & equipment	30.4	32.8	39.0
<b>TOTAL -</b>	<b>180.0</b>	<b>192.5</b>	<b>223.4</b>



LEGISLATIVE LIBRARY- REPORT FOR THE YEAR ENDING MARCH 31, 1977 -

For administrative purposes, the library moved from the Ministry of Government Services to the Office of the Legislative Assembly on April 1, 1976.

LIBRARY STAFF

	- Legislative Librarian	- Miss Doris Wagg
<u>Professional Staff</u>	- Senior Librarian	- Mrs. E. P. Hay
	Reference Librarian	- Miss Susan Baxter
	Government Publications	- Mrs. Mary Faulkner
	Periodicals and Newspapers	- Miss Mary Murray
	Cataloguer	- Mrs. Marilyn White
<u>Technical and General Staff</u>	- Acquisition Technician	- Mrs. Rose Ocampo
	Technical Services Technicians	- Miss Olesia Witiw
		- Mr. Wayne Burton
	Government Publications Technicians	- Mrs. Julie Karasawa
		- Mrs. Josephine DeLucia
		- Miss Angela Wilke
	Circulation Technician	- Miss Sylvie Lacombe
	Newspaper and Periodicals Clerk	- Mrs. Agnes Roy
	Accounts Clerk	- Mrs. Susan Johnson
	Cleaner	- Mrs. Mary Soplet



The staff now totals 16; three positions of Circulation Technician, Government Publications Technician, and Technical Services Technician, at the 2 level, were added in the financial year 1976/77.

The positions of Acquisition Technician, Government Publications Technician, and Technical Services Technician, were reclassified from Library Technician 2 to Library Technician 3.

Additional part-time professional assistance was provided by Miss Margaret Hughes during the increased hours of work necessary while the House was sitting; and by Miss Hazel MacTaggart, with bibliographic searching. Part-time typing assistance for the library's publications was provided by Mrs. Edith Henderson.

Miss Barbara Bidwill retired after six years' service in the United States Government Publications, and Mrs. Josephine DeLucia was appointed to the resultant vacancy. The Technical Services Technician, Miss Cathy Chiu, resigned to take a position at the University of Toronto, Faculty of Law Library, and was replaced by Miss Olesia Witiw.

Mrs. Susan Affrunti, Accounts Clerk, resigned to take up a position with the Ontario Ministry of Correctional Services. Mrs. Susan Johnson was appointed in her place.

LIBRARY ACCOMMODATION

Considerable changes must be noted. A circulation desk was set up near the front door, and the card catalogue is now in the corridor inside the front door, with lighting installed above it. The main reference desk is in the same place with three librarians' desks in the area adjacent to it. Six carrels were placed in the reference area, and the current books are now displayed on the counter near the reference area.



- REPORT FOR THE YEAR ENDING MARCH 31, 1977 -

Dark oak cabinets were moved from the Technical Services area to the Periodical/Newspaper reading room to provide more display space for newspapers. Shelving was then installed in the Technical Services area for material awaiting cataloguing.

STUDY OF THE LEGISLATIVE LIBRARY

The Ontario Commission on the Legislature, in its second report of December, 1973, made recommendations about the Legislative Library. On October 30, 1975, the Ontario Legislative Assembly appointed a Select Committee on the 4th and 5th reports of the Ontario Commission on the Legislature. In its second interim report, the Committee recommended that existing library services be upgraded and, in July, 1976, the Parliamentary Librarian in Ottawa was asked to advise the Select Committee on the present and future operation and requirements of the Legislative Library, the adequacy of its collection, and services and changes that should be made.

In February, 1977, the Parliamentary Librarian recommended that a Department of Legislative Research, Library and Information Services be created and, among other things, that a Research Branch be added and a clipping file be established.

LIBRARY SERVICES AND ACQUISITIONS

The budget during 1976/77 for library resources was \$36,200. A total of **1977** books were accessioned and 546 volumes received after binding. Over 660 periodical titles, exclusive of government serials, are noted on the visible index.

Newspapers received and filed total 213.

Approximately 21,000 government publications were received on exchange from Canadian federal and United States federal governments, the provinces and other jurisdictions. The microfiche, of mostly government material, totalled 2000 and 218 reels of microfilm for newspapers and periodicals were purchased. Increasing emphasis is being placed on the acquisition of periodical and reference material.

TECHNICAL SERVICES of the library, involving processing and cataloguing, have seen changes in the year under review. The number of government publications being catalogued increased to one-third of the total cataloguing in 1976/77. The programme of converting subject headings in the card catalogue to the Library of Congress headings continued. During the past year 468 new subjects were assigned, giving a more specific approach to library resources.

THE REFERENCE SERVICES

As eighty per cent of the budget of the Legislative Library is spent on staff salaries, it is proper the staff of the library should be the most important element in the reference service. The pivot of the service is Miss Susan Baxter, with considerable assistance provided by the Periodicals/Newspaper Librarian, Miss Mary Murray. These two are supported by the Government Publications Librarian, Mrs. Mary Faulkner; the Senior Librarian, Mrs. E. P. Hay; and the cataloguer, Mrs. Marilyn White. The five librarians mentioned are the people who answer the majority of the reference enquiries. They also produce various indexes which assist in answering questions.





- REPORT FOR THE YEAR ENDING MARCH 31, 1977 -

These indexes are updated daily. The first is a Legislative Chronology of Ontario bills. The others include current bills for Canada and the provinces, current estimate debates in the provinces, special subjects before the Standing Committees of the House of Commons and Senate of Canada, speeches of the Ontario Premier, articles from the library's publication "P.S.", a KWOC index to government publications of the provinces, Canada, and the United States that are not catalogued.

Biography files of Members of the Ontario Legislature, clipping files of current activities in the Ontario government and the federal and other provincial governments, and a scrapbook of newspaper articles pertaining to activities in the Ontario Legislature are maintained. To do this, the five people mentioned above are supported by the other ten staff in the chief purpose of the library to provide information to Members of the Legislature.

PARLIAMENTARY LIBRARIES

All Canadian parliamentary librarians are freely cooperating with each other, and useful lists of current information and additions to the library are mutually exchanged. The second Conference of the Association of Parliamentary Librarians in Canada was held in Ottawa in October, 1976, and the subject discussed was "Research services for parliamentarians".

Mr. S. E. Casson of the Parliamentary Library, South Australia, and Miss Josephine McGovern of the Parliamentary Library of Victoria, Australia, were among the visitors to the library last Summer and Fall.

Mrs. Hay, the Senior Librarian, visited the British Columbia Legislative Library in May, 1976, and her report on their policy, procedure and services may be consulted in the library.

RELATIONS WITH OTHER LIBRARIES

These continue to develop. No longer can the Legislative Library manage to be self-sufficient, and must rely increasingly on the services of other libraries. When loans are obtained from other libraries for Members, it is most important that we keep faith by returning the material on time, and the cooperation of the Members in this regard is earnestly requested.

The Ontario Government libraries are moving into the field of computer-based information services and the Legislative Library may now request searches be done by the libraries of the Ministries of Colleges and Universities, Education, Environment, Health, and Labour.

A Union List of Serials of the libraries in the Ontario Government provides access to a wide range of periodicals.

Through networking, it is anticipated that the use of the Legislative Library by civil servants will be channelled through the ministry libraries and greatly reduce the information requests currently being handled on an individual basis. This will allow staff time to provide improved service to Members of the Legislature.

OTHER ACTIVITIES

The Ontario Government Librarians' Council, of which the Legislative Librarian is Vice-Chairman of the Executive Committee, continues to meet regularly and plan cooperative library enterprises. Mrs. Hay is Chairman



- REPORT FOR THE YEAR ENDING MARCH 31, 1977 -

of the Union List of Serials Update Committee, and Miss Baxter is a member of the Networking and Resources Committee of the Council.

Conferences, courses and seminars - In April, the Legislative Librarian attended a three-day seminar on computer-based reference service at the University of Toronto, Faculty of Library Science. She also attended the Canadian Library Association's Annual Meeting in Halifax. The Annual Meeting of the Canadian Association of Law Libraries in Vancouver was attended by Mrs. Hay, and Miss Baxter was at the Annual Meeting of the Special Libraries Association in Denver, Colorado.

Miss Murray completed a course in research methods at the University of Toronto, Faculty of Library Science, as a further credit toward a degree of Master of Library Science.

Study tours for students of Library Science and librarians - The library staff gave on-site lectures, particularly regarding government publications, to various groups from the University of Western Ontario, Seneca College of Applied Arts and Technology, and Metropolitan Toronto Central Library.

The year under review has been one of definite progress in improving the flow of traffic within the library, and three additional support staff have assisted the professional staff in providing service to Members in the areas of current awareness and up-to-date information, and also with the process of acquiring material.

April 29, 1977.

(Miss) Doris E. Wagg,  
Legislative Librarian.





LEGISLATIVE LIBRARY - STATISTICS

<u>ACQUISITIONS</u>	<u>1974/75</u>	<u>1975/76</u>	<u>1976/77</u>
1. <u>Bound volumes</u>			
By purchase and gift	1,174	1,522	1,977
By binding	560	587	546
2. <u>Government publications</u>			
Canada, provinces	17,821	18,306	17,610
U. S.	10,962	8,009	4,025
3. <u>Serial titles</u>			
General	273	257	483
Legal	172	107	174
4. <u>Newspaper titles</u>			
Dailies	65	63	62
Weeklies	154	156	151
5. <u>Microforms</u>			
Reels of microfilm	-	158	218
Microfiche	-	1,886	2,001

CIRCULATION

Regular books	1,824	1,925	1,764
Reference books and government publications (including U. S.)	656	1,043	994
Law books	150	200	248

INTERLIBRARY LOAN REQUESTS

152	145	197
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NEW MEMBERS REGISTERED

229	200	232
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PERSONS ADMITTED TO STACKS

1,836	2,374	2,124
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ENQUIRIES ANSWERED (at reference desk)

11,750	12,252	12,393
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BUDGET

Salaries	135.1	167.3	201.3
Employee Benefits	13.8	19.0	26.2
Transportation & Communication	1.6	1.0	2.3
Services	6.8	6.6	12.0
Supplies and equipment	31.5	36.3	45.2
TOTAL -	188.8	230.2	287.0
Less Recoveries			3.0

EXPENDITURES

Salaries	135.6	154.6	
Employee benefits	17.9	17.6	
Transportation & Communication	.9	.3	
Services	5.3	11.9	
Supplies and equipment	32.8	39.0	
TOTAL -	192.5	223.4	



751-411  
LEGISLATIVE LIBRARY OF ONTARIO

REPORT FOR THE YEAR  
APRIL 1, 1977, TO MARCH 31, 1978





## LEGISLATIVE LIBRARY OF ONTARIO

REPORT FOR THE YEAR APRIL 1, 1977, TO MARCH 31, 1978

### HISTORY

The Legislative Library of Ontario began in 1867 when the Library of the Province of Canada moved to Ottawa to serve the new federal government. Ontario received \$100,000 to build a new collection to serve its legislators and other clientele. By 1909 the Library had built up a collection of 110,000 volumes, situated in the West Wing of the Parliament Buildings at Queen's Park, Toronto. That year a disastrous fire destroyed the entire Library, with the exception of 10,000 volumes.

The North Wing of the Parliament Buildings was built primarily to house the Library. In 1912, the Library moved in to occupy, in part, the third and fourth floors of the new structure. Until 1965, when the Legislative Library was renovated, funds were available, in varying degrees, only to maintain the Library's services and resources.

For administrative purposes, the Library reported from 1867 to 1921 to the Speaker and a standing committee of the Legislature. From 1921 to 1964, the Library was administered by the Department of Education and, in April, 1964, it moved to the Department of the Provincial Secretary, moving again in April, 1972, to the Ministry of Government Services. On April 1, 1976, the Office of the Legislative Assembly took over the administration of the Library upon the implementation of a recommendation of the Second Report of the Ontario Commission on the Legislature.

The Select Committee on the Fourth and Fifth Reports of the Ontario Commission on the Legislature was appointed to report to the Legislature on the advisability of implementing the recommendations of these reports and the method and timing of the implementation, under the chairmanship of Donald H. Morrow. In its interim report, the Committee recommended a study of the Library be carried out. Mr. Eric J. Spicer accepted the invitation to conduct such a study and submitted his report in January, 1977. This report was submitted to the Speaker as appendix B of the Final Report of the Select Committee entitled: The Ontario Legislative Library; Present Problems and Future Potential.

Thirty-one recommendations were made to improve information services and research as "a public commitment to a better-informed Legislature".<sup>1</sup> Some of these recommendations have been implemented and will be referred to elsewhere in this report.

### LIBRARY STAFF

Several staff changes took place during the year. Miss Doris Wagg, who had been Senior Librarian from 1966 to 1973, and Legislative Librarian since September 1, 1974, resigned to accept a position with the Ontario Commission on Freedom of Information and Individual Privacy. At the request of the Director of Administration of the Office of the Legislative Assembly, Mrs. Eileen P. Hay, Senior Librarian, assumed responsibility for the administration of the Library pending the implementation of the recommendation of the Spicer Report that a Director, Legislative Library, Research and Information Services, be appointed. Mrs. Marilyn White was appointed Head of Technical Services to fill the resulting vacancy. A librarian, Mrs. Judith Dick, was hired on a contract basis to assist with cataloguing and reference functions.





Miss Mary Murray, Periodicals/Newspaper Librarian, resigned in May, 1977, to be married. Miss Maureen Davis was appointed to fill this position. Miss Susan Baxter became Mrs. Waitman upon her marriage in June, 1977.

Several changes in the Library's technical staff also took place. Miss Sylvie Lacombe was promoted to the senior Library Technician position to replace Miss Olesia Witiw, who resigned to return to Northern Ontario. Mrs. Estelita Chan was hired to replace Miss Lacombe as Circulation Clerk.

The Library staff were saddened by the death of Mrs. Agnes Roy on December 23, 1977, following a long illness. Mrs. Roy had completed twenty-five years of public service during 1977. She is sadly missed.

Mrs. Eleanor Barnes, a former Senior Librarian of the Library, provided additional part-time professional assistance at the reference desk on a sessional basis. Mrs. Edith Henderson continued to provide part-time typing assistance for the Library's correspondence and publications.

Two summer students were employed to assist with the maintenance of the newspaper collection, technical services, and special projects, such as the indexing of private bills and the listing and organization of 1867-1933 Ontario campaign literature.

A list of regular Library staff, as of March 31, 1978, follows this report.

#### COLLECTION

The Library's holdings consist of about 145,000 volumes. More French language books are gradually being acquired to provide information in French to the Library's French-speaking clientele. The Library also receives bilingual official publications on a deposit basis.

Weeding of the Library's collections of books, serials and maps, continued. It is a slow process without the help of additional staff. However, the on-going programme of changing the subject headings of the main catalogue to Library of Congress headings provides the opportunity for the weeding of obsolete publications as a parallel project to re-assigning subject headings.

The Library continued its policy to offer discarded materials to other libraries. Ontario historical materials, weeded from the collection, have been offered first to the Archives of Ontario.

The majority of acquisitions in the Library were official publications which increased by 50% over the number received during 1976/77. In addition, the Library purchased microfilm copies of the Journals, 1867-1923, Statutes, 1867-1902, and Sessional Papers, 1867-1902, of the Ontario Legislative Assembly.

Acquisition statistics follow this report.

#### LIBRARY SERVICES

In response to the recommendations of the Spicer Report that its services be directed primarily to its clientele, the MPPs, and their support staff, the Library embarked on a policy of encouraging Ontario government employees to first use their own Ministry libraries. Since the Spicer Report had not been adopted by the Legislature, and pending the appointment of a Director, circulation and service policies were not changed. Library staff





relied on the compliance of their clientele who were encouraged to request library service initially within their own Ministries. Service was provided, if insisted upon, providing there was no conflict with service to the Legislature. This change in direction is reflected in slightly lower circulation statistics (of 1665 books circulated, 428 were borrowed by MPPs) and in the reduced number of new library users registered.

Members of the public were referred to other libraries in the Metropolitan Toronto area, unless the material requested was unavailable elsewhere. A printed hand-out, listing Toronto libraries holding the most frequently requested publications, was given to each member of the public referred elsewhere. From April 1, 1977, to March 31, 1978, 338 such referrals were made.

In order to provide MPPs with better newspaper coverage of their constituencies, a questionnaire was circulated to MPPs in March, 1978, requesting their constituency and any other newspaper requirements. The results of this survey will be analyzed when the study is completed and action taken to give the requested newspaper coverage from Ontario and elsewhere.

The Technical Services section, with a staff of four, continued the cataloguing, classification and processing of library materials. Government publications cataloguing remained at one third of the total output. The conversion of subject headings, referred to above, continued with 389 new subject headings assigned or changed. This programme has been in operation for three years and has progressed most satisfactorily.

Reference service was provided at three locations: the reference desk, newspaper/periodicals section, and the United States government publications section. All librarians provided reference service at the main reference desk on a rotating basis. The Library remained open in the evenings when the Legislature was sitting.

Reference and government publications staff continued to update the various indexes they maintain: a legislative chronology of Ontario bills, current bills for Canada and the provinces, current estimate debates in the provinces, special subjects before Standing Committees of the House of Commons and Senate of Canada, speeches of the Ontario Premier, articles from the Library's publication "P.S.", and a KWOC index of uncatalogued government publications. Biography files of Members of the Ontario Legislature, clipping files of current activities in the Ontario, federal and other provincial governments, and a scrapbook of newspaper articles pertaining to activities in the Ontario Legislature were maintained.

Following the Ontario general election, June 9, 1977, orientation tours were arranged for individual Members newly-elected to the Legislature and their support staffs.

#### CONFERENCES, ASSOCIATIONS AND SEMINARS

The Ontario Government Librarians' Council, of which the Legislative Library is a member, continued its work fostering the exchange of information and cooperation among Council members, encouraging continuing education, providing advisory service to librarians in planning and management, and undertaking bibliographic projects of mutual benefit to all government libraries. The four-part programme designed by the Continuing Education Committee on the legislative process in Ontario was attended by four librarians and five library technicians from the Legislative Library. The third part of the programme was held in the Legislative Library as a workshop using legislative materials.





The Reference Librarian continued her participation as a member of the Networking and Resources Committee, and the Senior Librarian as Chairman of the Union List of Serials Update Committee of the Council.

Three librarians attended a workshop on QL systems in April. The Legislative Librarian attended a seminar on budgets and budgeting in May. Unfortunately, librarians were unable to attend, as planned, the library conferences held in May and June due to the many changes in staff at that time.

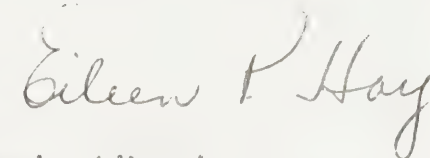
Tours of the Legislative Library were given by Library staff to various groups from other libraries.

This year was one of change and of anticipation of the changes to come: a caretaker year, in the sense that new programmes and major improvements, as recommended in the Spicer Report, could not be implemented until a new Director was appointed. This difficult time notwithstanding, a high level of service was provided and some improvements were realized.

My sincere thanks are extended to my staff who were cooperative, diligent and supportive. Their cheerful encouragement contributed immeasurably towards bridging the gap successfully, pending administrative decisions concerning the new direction of the Library.

Finally, my sincere appreciation goes to the staffs of the Office of the Legislative Assembly and, in particular, to Mr. R. J. Fleming, Director of Administration, for their continuous support throughout the year.

Respectfully submitted.

A handwritten signature in cursive script, reading "Eileen P. Hay".

Senior Librarian.



# LEGISLATIVE LIBRARY STATISTICS

<u>ACQUISITIONS</u>	<u>1975/76</u>	<u>1976/77</u>	<u>1977/78</u>
1. <u>Bound volumes</u>			
By purchase and gift	1,522	1,977	1,464
By binding	587	546	573
2. <u>Government publications</u>			
Canada and provinces	18,306	17,610	20,657
U. S.	8,009	4,025	11,106
Other jurisdictions			774
3. <u>Serial titles</u>			
General	257	483	519
Legal	107	174	178
4. <u>Newspaper titles</u>			
Dailies	63	62	65
Weeklies	156	151	155
5. <u>Microforms</u>			
Reels of microfilm	158	218	380
Microfiche	1,886	2,001	3,650
<u>CIRCULATION</u>			
Regular books	1,925	1,764	1,665
Reference books and government publications (including U. S.)	1,043	994	1,165
Law books	200	248	146
<u>INTERLIBRARY LOAN REQUESTS</u>	145	197	238
<u>NEW MEMBERS REGISTERED</u>	200	232	178
<u>PERSONS ADMITTED TO STACKS</u>	2,374	2,124	2,080
<u>REFERENCE ENQUIRIES ANSWERED</u>	12,252	12,393	9,017
<u>BUDGET</u>			
Salaries	167.3	201.3	235.9
Employee Benefits	19.0	26.2	29.2
Transportation & Communications	1.0	2.3	2.3
Services	6.6	12.0	11.2
Supplies and Equipment	36.3	45.2	77.2
Recoveries		3.0-	3.0-
TOTAL	<u>230.2</u>	<u>284.0</u>	<u>352.8</u>
<u>EXPENDITURES</u>			
Salaries	154.6	202.3	237.5
Employee benefits	17.6	21.6	27.6
Transportation & Communication (conferences)	.3	1.7	.2
Services	11.9	8.7	7.3
Supplies and equipment	39.0	48.8	68.3
Recoveries		2.5-	3.0-
TOTAL	<u>223.4</u>	<u>280.6</u>	<u>337.9</u>



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